

NOTES FOR LINDENWOOD GUESTS

Time Zone

Our area is on Eastern Standard Time and observes Daylight Savings Time. We are one hour ahead of cities west of us, (Chicago, Valparaiso) year round. We are on the same time as South Bend, Fort Wayne, and the states of Michigan and Ohio. Please plan your travel time accordingly.

Emergency Phone Numbers

If someone needs to reach you for an EMERGENCY, please have them call **574-936-9936**. A message will be delivered to you. Cell phones do not always work in some areas of our Campus.

Proximity Cards

The Villa Maria now houses all Lindenwood offices, meeting rooms, and bedrooms. It is locked 24 hours a day and requires a proximity card to open any door. Your On-Site Coordinator or assigned Greeter will arrive ahead of the group to collect these from Lindenwood. He or she will greet you at the door of the Villa and assign you a card. **Loss of or damage to this card will incur a charge of \$30.00.**

Parking

Parking is available in **LOT D** located east of the Villa Maria. Please **DO NOT** park in the spaces marked "Maria Center" as they are for the residents.

Meals

The group eats together at pre-assigned times. Your On-Site Coordinator will inform you of your mealtimes. We offer one entrée at each meal. **Breakfast** always includes hot and cold cereals, breads, cheeses, fruit and fruit juices, and beverages along with the entrée of the day. The **midday meal** is our main meal of the day, consisting of the main entrée, starch, vegetable, salad bar, beverages, breads, and dessert. Our entrees are often meat and casserole-style dishes. **Supper** is a lighter meal. The entrée is often a hot sandwich or cold cuts, with a scaled-down salad bar, soup, beverages, and desserts.

For those participants who have a specific dietary need (i.e., ovo/lacto vegetarian, diabetic, food allergies), please inform your Group Contact Person three weeks before the event.

Bedrooms

The showers in our bedrooms are rather small. For our guests who require a larger shower or a bathtub, larger facilities are available in another part of the Villa Maria. Upon arrival, please let your On-Site Coordinator know if you would like to use these alternate accommodations.

Two accessible rooms are available. Please request an accessible room through your Group Contact Person when signing up for the program if you are physically challenged or have special needs.

Linens, towels, and soap are provided in each of the bedrooms. Guests need to bring all other desired toiletries. There is one pillow per bed, so if you require 2 pillows, please bring one with you.

Access to Buildings

The main Lindenwood entrance is handicap accessible.

On the south side of the Motherhouse is the Maria Center entrance. If you need to enter the building without using stairs, use this entrance and go to the elevator in the hallway as you turn right.

VERY IMPORTANT – NO ONE IS ALLOWED ON 3RD, 4TH, OR 5TH FLOORS OF THE MOTHERHOUSE. Sisters and Maria Center Residents live in these areas.

Smoking Policy

Smoking is allowed in one location of our Campus – outside, southwest of the Villa. Please be ready to observe this policy.

Every group has an On-Site Coordinator to liaison with the Lindenwood Staff during your stay. Please address your concerns or needs to your On-Site Coordinator for assistance.

Thank you.

DIRECTIONS TO LINDENWOOD

GPS address to enter – 9601 S. Union Rd., Plymouth, IN

COMING IN FROM THE EAST (PLYMOUTH, FORT WAYNE, WARSAW, SOUTH BEND AIRPORT)

- Take Highway 30 West past Walmart and K-mart in Plymouth.
- Go 6 miles to green road signs that say “Donaldson, Ancilla College, Lindenwood Retreat and Conference Center.”
- Follow sign and turn left onto **Union Rd.**
- Go down Union Rd. south 2 1/2 miles (you will go through 3 stop signs).
- 1/8 mile past the 3rd stop sign is the main entrance on your right.
- Follow the entrance onto the campus. Turn left at the stop sign. The building you will see in front of you is Lindenwood. Turn left and enter Lot D and park your vehicle. Registration will be in the lobby inside the main entrance.

COMING IN FROM THE WEST (CHICAGO, MERRILLVILLE, VALPARAISO)

- Take Highway 30 East past the flashing yellow light at the intersection of 30 and Highway 23 (you will see a **Lumber Company** on your right).
- Go 3 miles to the green road signs that say “Donaldson, Ancilla College, Lindenwood and Retreat and Conference Center”.
- Follow sign and turn right onto **Union Rd.**
- Go down Union Rd. south 2 1/2 miles (you will go through 3 stop signs)
- 1/8 mile past the 3rd stop sign is our main entrance on your right.
- Follow the entrance onto the campus. Turn left at the stop sign. The building you will see in front of you is Lindenwood. Turn left and enter Lot D and park your vehicle. Registration will be in the lobby inside the main entrance.

COMING IN FROM THE NORTH OR SOUTH (SOUTH BEND OR INDIANAPOLIS)

- Take Highway 31 North or South to 30 West.
- Take Highway 30 West past Walmart and K-mart in Plymouth.
- Go 6 miles to green road signs that say “Donaldson, Ancilla College, Lindenwood Retreat and Conference Center.”
- Follow sign and turn left onto **Union Rd.**
- Go down Union Rd. south 2 1/2 miles (you will go through 3 stop signs).
- 1/8 mile past the 3rd stop sign is the main entrance on your right.
- Follow the entrance onto the campus. Turn left at the stop sign. The building you will see in front of you is Lindenwood. Turn left and enter Lot D and park your vehicle. Registration will be in the lobby inside the main entrance.